



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## PERSONNEL PROGRAM ANALYST II

Job Number: 20001739

Job Code: 93410V000101

Job Group: 9300 - PERSONNEL MANAGEMENT AND TRAINING

Job Established: 03/01/1998

Job Revised: 02/24/2006

Grade: 14 Salary (MIN - MID):

\$18,075-\$23,944 - Hourly

\$2,937.20-\$3,890.90 - 37.5 Hr. Monthly Salary

\$3,133.00-\$4,150.30 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs a wide variety of administrative duties to implement personnel management in one of the following program areas within the Personnel Cabinet: employee records and processing, payroll, classification and compensation, applicant processing, employment counseling, staffing analysis, performance management, employee recognition and other programs administered by the cabinet. Provide advice to employees and agency personnel administrators on specific aspects of personnel management programs; and performs other duties as required.

### MINIMUM REQUIREMENTS:

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree.

#### **EXPERIENCE:**

Must have three years of experience in personnel management administration involving the preparation, review and/or processing of personnel and/or payroll documents.

#### **Substitute EDUCATION for EXPERIENCE:**

NONE

#### **Substitute EXPERIENCE for EDUCATION:**

Experience in personnel management administration involving the preparation, review and/or processing of personnel and/or payroll documents will substitute for the required education on the basis of one year of experience for two years of college.

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Works with and provides advice to agency personnel administrators, employees and applicants in providing a variety of personnel management services. Independently approves or denies agency requests for specific personnel actions based on departmental procedures. Performs post-audit on payroll to resolve problems. Analyze payroll transactions and resolve problems. Performs research and gathers information on various job titles with job analysis techniques. Develops Training and Experience (T&E) Guidelines. Verifies applicant experience and grades applications using T&E Guidelines. Interviews and provides counseling services for applicants and for employees seeking to obtain placement on internal mobility registers. Reviews and analyzes personnel documents and makes determinations as to statutory and regulatory compliance. Approves or rejects agency requests for a variety of personnel related transactions. Conducts salary surveys. Drafts job specifications in conjunction with agency requests. Advises agency personnel managers on available options in management directed requests for personnel management. Meets with subject matter experts to obtain information on job duties and responsibilities, and recommends selection method. Assists employees and applicants by providing information through a variety of informational formats. Prepares information regarding state personnel programs for state employees. Participates in recognition programs such as the employee suggestion system and longevity certification. Drafts correspondence for response to personnel related inquiries. Participates in management study groups within the cabinet.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Work is performed in an office setting and involves frequent contact by telephone or in-person with state employees and applicants. Incumbents must travel occasionally when working with state agencies.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*